

ADMINISTRATIVE ASSISTANT REPORT

FEBRUARY 2011

02/21/2011

FINANCIALS:

1. **ANNUAL AUDIT:** The 2010-year end reports are being compiled and will be brought over to the auditors in the next week of so. The auditors will be here at the Town Hall during the summer to do the “testing” portion of the audit.
2. **ANNUAL MEETING:** I will be starting the 2010 financial reports for the April 12th, 2011 Annual Meeting.
3. **TAX COLLECTIONS:** The 1st half tax collection process has been completed. Carol has transferred funds into the General Fund account from the Tax account and the other taxing districts have been paid their share of the tax collections.
4. **BILLINGS:** Misc billings, & airport leases have been done and I’m working on grant reimbursement requests. We’ve received payments for the 1st Qtr 2011 Law Enforcement Budget request from Ashland County. I still need to submit the final reimbursement request to WI Dept of Transportation (WI DOT) for the last payment that has been made to Nelson Construction on the Hagen Road Bike Lane Project. This will start the close out procedure, which, according to the DOT contact, will take a couple of years.
5. **WORK COMP:**
 - a. A Workers Comp self audit of 2010 payroll records was done for EMC Insurance (the Town’s Work Comp carrier for 2010). This audit will result in an additional premium, due to all the road construction projects that the Town road crew took part of. Town employee wages earned doing various road construction projects, including hauling & end loader equipment use, are charged at a much higher rate than regular municipal operations.
 - b. The Work comp audit also requires providing information on the sub-contractors used by the Town of LaPointe; payments made, type of work, and copies of their liability and/or Work Comp policies, if they carry insurance. The vendors don’t automatically provide copies of their insurance policy(s); we must request it from the vendor and/or their insurance agent.
 - i. If the sub-contractor doesn’t provide a Certificate of Insurance, the Town will receive an increase in the Work Comp premium as well.
 - ii. The IRS requires venders to complete a W-9 form if they may be paid more than \$600 in a calendar year. If the vender (sub-contractor) doesn’t complete the form I send them, the Town must do backup withholdings on any payments made. These requirements take a tremendous amount time tracking & follow up on my end.
6. **MRF SELF-CERTIFICATION AUDIT:** The WI DNR requires MRF units to self-certify by March 30th. Ted will complete the report and it will need to be entered on-line.
7. **MRF RESPONSIBLE UNIT GRANT FINAL REPORT:** Ted & I will be completing the paperwork from the DNR for the annual final report on the previous years’ recycling program, reporting the actual recycling costs, collections and revenues and is compared to the grant application and grant funds awarded. The final report for 2010 will be due by March 31st, 2011, which the auditors will need to finish the 2010 Form C report.

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8. **CAFETERIA/SECTION 125 PLAN:** Seems to be going very well and I believe all employees are very happy with the program.

9. GRANTS:

- a. Hagen Road Bike Lane: Reimbursement Request of all expenses incurred on this project, not paid by the DOT has been submitted to the WI DNR. However, their feeling is that they are only responsible for the 20% that the DOT doesn't pay, not any of the additional costs (engineering, town crew & equipment, etc.)
- b. Fire Dept. Radio Upgrade Project: Reimbursement has been received from The Assistance to Fire Fighters Grant (AFG) for the radio portion of the project. Unspent Grant funds are available to be applied to the pager purchases. We'll be submitting that request in the next few days.

MISCELLANEOUS:

1. I'll be out of the office on Weds, March 16th to attend the WI DOR Form C class in Cable.
2. Beth Fischlowitz has offered to donate some office furniture, so the Rd crew will pick it up hopefully on Weds and we'll do some re-arranging at the Town Hall.

Respectfully submitted,

Barb Nelson
Administrative Assistant/Deputy Clerk